

Project(s) or Contract Identification:

KNOW ALL PERSONS BY THESE PRESENTS:

That we

of

(hereinafter call the Principal) as Principal, and

a corporation organized and existing under the laws of the State of
and duly authorized to transact a surety business in the State of Connecticut (hereinafter called the Surety), as Surety, are held and
firmly bound unto the State of Connecticut as Oblige, in the penal sum of

ONE THIRD (1/3) OF THE AMOUNT OF THE ATTACHED BID
(ROUNDED UP TO THE NEAREST PENNY) in

lawful money of the United States of America, for the payment of which, well and truly to be made to the Oblige, we bind ourselves,
our heirs, successors, and assigns, jointly and severally, firmly by these presents has herewith submitted a bid for the contract for the

above-referenced project(s), bids for which are scheduled to be opened on the ____ day of _____ A.D.

THE CONDITION OF THIS OBLIGATION is such, that whereas the Principal has herewith submitted a bid
for the contract for the above-referenced project(s), bids for which are scheduled to be opened on the ____ day of _____,
____ A.D.

For:

NOW, THEREFORE, if the Principal shall not withdraw its bid within sixty (60) days after the opening of the same, and if said bid
shall be accepted and the contract awarded to said Principal, and the Principal shall, when required by the Commissioner of
Transportation (or his authorized agent), execute an agreement in writing for the work bid upon, and deliver such surety bond as shall be
acceptable to said Commissioner for the performance of the work according to said written agreement and for the protection of persons
supplying labor or materials in the prosecution of said work, and shall in all other respects perform the agreement created by the
acceptance of said bid, then this obligation shall become void; otherwise the Principal and Surety hereto agree to pay unto the Oblige the
difference between the amount of the bid of said Principal, submitted herewith, and the amount for which the Oblige may contract with
another party to perform the work covered by the said bid of the Principal.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension(s) of the time for
acceptance of the bid that the Principal may grant to the Oblige, notice of which extension(s) to the Surety being hereby waived;
provided that such waiver of notice shall apply only with respect to extensions aggregating not more than sixty (60) calendar days in
addition to the period originally allowed for acceptance of the bid.

IN TESTIMONY WHEREOF, the said Principal and Surety have caused these presents to be signed by their duly authorized
representatives and their name and corporate seal to be hereunto affixed, the day and year first written.

Signatures must be Witnessed

Surety

Principal

Print Surety Name

Print name

Agent's Signature, enclose a valid Power of Attorney

Signature of Authorized Representative

Witness

Witness

Legal Seal

Legal Seal

This Form Cannot Be Substituted
NON COLLUSION AFFIDAVIT
Connecticut Department of Transportation

This entire document must be completed, notarized and attached to your Bid Proposal. Failure to do so will result in the rejection of your Bid.
A separate affidavit must be submitted by each principal of a Joint Venture.

State Project No.(s): _____
F.A.P. No.(s): _____
Town(s) of: _____
Description of Project: _____

I, _____, acting in behalf of
(Name of Person Signing Affidavit)
_____ of which
(Name of Bidder i.e. Person or Organization)

I am (the)(a) _____, submitting a bid for the above project, certify
(Title)
and affirm in accordance with Part 635.112 of Title 23, U.S. Code of Federal

Regulations, that the _____
(Name of Bidder i.e. Person or Organization)
has neither directly or indirectly entered into any agreements, participated in any collusion
nor otherwise taken any action in restraint of free competitive bidding in connection with such
bid. False statements made herein may be the subject of criminal prosecution.

Name of Bidder (i.e. Person or Organization)

Signature and Title of Official

Subscribed and sworn to before me, this _____ day of _____.

Notary Public/Commissioner of the Superior Court

My Commission Expires _____.

Certificate of Authority

I, _____, certify that I am (the) (a) _____ of the
(name) (title)
organization named in the foregoing instrument; that I have the authority to affix the seal of
the Organization to such papers that require the seal; that _____, who
(name)
signed said instrument on behalf of the Organization was then (the)(a) _____
(title)
of said Organization; that said instrument was duly signed for and in behalf of said Organization
by authority of its governing body and is within the scope of its organizational powers.

Signature of Certifying Person

(Corporate Seal if applicable)

The person signing the Certificate of Authority portion of this form cannot execute the upper portion of this Affidavit unless the bidder is a legal corporation in which all of the officers' positions are occupied by one person.

Bid/Proposal Affidavit**Gift/Campaign Contribution Affidavit to Accompany Bid or Proposal
for Large State Contracts, Pursuant to Sections 2, 3 and 4 of Public Act 04-245
and Governor M. Jodi Rell's Executive Order No. 1, para 8.**

I, _____,

Type/Print Name and Title

hereby swear that during the two-year period preceding the submission of this bid or proposal that neither myself nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal nor any agent of the above gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), except the gifts listed below:

<u>Name of Benefactor</u>	<u>Name of recipient</u>	<u>Gift Description</u>	<u>Value</u>	<u>Date of Gift</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

to (1) any public official or state employee of the state agency or quasi-public agency soliciting the bids or proposals who participated directly, extensively, and substantially in the preparation of the bid solicitation or preparation of request for proposal or (2) to any public official or state employee who has supervisory or appointing authority over the state agency or quasi-public agency soliciting the bid or proposal.

Further, neither I nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal know of any action to circumvent this gift/campaign contribution affidavit.

Further, during the two-year period preceding the submission of this bid or proposal, neither I nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal nor any agent of the above gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-333b, except the contributions listed below:

<u>Contributor</u>	<u>Recipient</u>	<u>Amount/ Value</u>	<u>Date of Contribution</u>	<u>Contribution Description</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature_____
Date

Sworn and subscribed before me on this _____ day of _____, 2005

Commissioner of the Superior Court/
Notary Public

Description: _____

Affidavit Regarding Consulting Agreements

All state contractors, vendors, consultants or other entities seeking to conduct business with the State of Connecticut who anticipate entering into, or renewing, an agreement for procurement of goods or services having a total value to the state of more than fifty thousand dollars in a calendar or fiscal year (hereinafter "agreement") shall disclose any and all consulting agreements, whether written or oral, to the head of the contracting agency (hereinafter "such agency").

"Consulting agreement" means any written or oral agreement to retain the services, for a fee, of an individual or business entity for the purposes of:

- (1) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State of Connecticut, or
- (2) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or
- (3) any other similar activity related to the procurement agreement.

"Consulting agreement" does not include those agreements or services registered under the provisions of Chapter 10 of the Connecticut General Statutes (Code of Ethics for Lobbyists).

Such disclosure affidavit shall be required if any duties of the consultant include communication concerning business of such agency, whether or not direct contact with a state agency, state official and state employee is expected or made. The disclosure affidavit shall include the name of the consultant, the consultant's firm, whether the consultant is a former state employee or public official (if so, indicate the consultant's former agency and termination date), the basic terms of the consulting agreement, and a brief description of the services to be provided. The disclosure affidavit shall be amended whenever such entities enter into any new consulting agreements during the term of the procurement agreement.

I, _____ (name, title, and company name) disclose the following consulting agreements (if not applicable, indicate "none"):

1. _____
2. _____
3. _____

I understand that this information shall be updated, as necessary, during the pendency of this, or any other contract that I may have with the State of Connecticut.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Name: _____ Signature: _____ Date: _____

Subscribed and Sworn before me this ____ day of _____, 200__.

Notary Public/Commissioner of the Superior Court

PART "C"
REVISED 7/99

NAME OF COMPANY OR CORPORATION: _____
 BID OPENING DATE: _____
 STATE PROJECT NUMBER(S): _____
 TOWN(S) / DESCRIPTION : _____

NOTE: Abbreviate where necessary and round off amounts to the nearest dollar.

PROJECT NO. NAME & LOC. TOWN/STATE	PRIME (P) OR SUB (S)	PROJECT DESCRIPTION	*AMOUNT OF CONTRACT AWARDED TO YOU & DATE	AMOUNT OF WORK COMPLETED ON THE JOB	*AMOUNT OF WORK REMAINING BY APPLICANT	ESTIMATED DATE OF COMPLETION
		TOTAL	\$	\$	\$	

FAILURE TO REPORT ALL OUTSTANDING WORK MAY RESULT IN A NONRESPONSIVE BID. THIS FORM IS NOT TO BE ALTERED.

Department _____

Compliance Officer _____

Date _____

☐ APPROVED☐ DISAPPROVED☐ PENDING
INVESTIGATION
☐ INVESTIGATION
REQUESTED

STATE OF CONNECTICUT

LABOR DEPARTMENT

EMPLOYER REPORT OF PERMANENT COMPLIANCE STAFFING

The following report is submitted as part consideration of the proposed contract dated
between the undersigned and the State of Conn.

Name of Contracting Firm _____

Type of Report _____

Prime Contractor

Address (No. and Street) (City) (State) _____

Subcontractor

EMPLOYEE INFORMATION

Total Employed

White

Black

Spanish Surname

Other (Specify)

Does your firm have a collective bargaining agreement or other contract or understanding
with a labor organization or employment agency for the recruitment of labor?

YES

☐

If yes, list the name and address of the agency or organization.

Name

Address (No. and Street, City State)

NO

☐

If no, indicate the usual methods of recruitment.

☐ Connecticut State Employment Service☐ Private Employment Agency☐ Newspaper Advertisement☐ Walk-in☐ Other (specify)

The signer certifies that its practices and policies, including but not limited to matters
concerning personnel, training, apprenticeship, membership, grievance and representation,
and upgrading, do not discriminate on grounds of race, color, religious creed, age, sex,
or national origin, or ancestry of any individual, and that the signer agrees it will
affirmatively cooperate in the implementation of the policy and provisions of Executive
Order Number Three, and consent and agreement is made that recruitment, employment and
the terms and conditions of employment under the contract shall be in accordance with the
purposes and provisions of Executive Order Number Three.

☐ Yes ☐ No Is firm in minority ownership? (51% of assets in control of minorities)

I certify that the above is correct to the best of my knowledge.

Employer _____

Date _____

Business Name

By _____

Signature

Title

SECTION 1.11 – CLAIMS

1.11.01 – General: When filing a formal claim under Section 4-61 (referred to as “Section 4-61” below) of the Connecticut General Statutes (as revised), either as a lawsuit in the Superior Court or as a demand for arbitration, the Contractor must follow the procedures and comply with the requirements set forth in this Section of the Specifications. This Section does not, unless so specified, govern informal claims for additional compensation which the Contractor may bring before the Department. The Contractor should understand, however, that the Department may need, before the Department can resolve such a claim, the same kinds of documentation and other substantiation that it requires under this Section. It is the intent of the Department to compensate the Contractor for actual increased costs caused by or arising from acts or omissions on the part of the Department that violate legal or contractual duties owed to the Contractor by the Department.

1.11.02 – Notice of Claim: Whenever the Contractor intends to file a formal claim against the Department under Section 4-61, seeking compensation for additional costs, the Contractor shall notify the Commissioner in writing (in strict compliance with Section 4-61) of the details of said claim. Such written notice shall contain all pertinent information described in Article 1.11.05 below.

Once formal notice of a claim under C.G.S. Section 4-61 (b) (as revised) has been given to the Commissioner, the claimant may not change the claim in any way, in either concept or monetary amount, (1) without filing a new notice of claim and demand for arbitration to reflect any such change and (2) without the minimum period of six months after filing of the new demand commencing again and running before any hearing on the merits of the claim may be held. The only exception to this limitation will be for damages that continue to accrue after submission of the notice, in ways described and anticipated in the notice.

1.11.03 – Record Keeping: The Contractor shall keep daily records of all costs incurred in connection with its construction-related activities on behalf of the Department. These daily records shall identify each aspect of the Project affected by matters related to any claim for additional compensation that the Contractor has filed, intends to file, or has reason to believe that it may file against the Department; the specific Project locations where Project work has been so affected; the number of people working on the affected aspects of the Project at the pertinent time(s); and the types and number of pieces of equipment on the Project site at the pertinent time(s). If possible, any potential or anticipated effect on the Project’s progress or schedule which may result in a claim by the Contractor should also be noted contemporaneously with the cause of the effect, or as soon thereafter as possible.

1.11.04 – Claim Compensation: The payment of any claim, or any portion thereof, that is deemed valid by the Engineer shall be made in accordance with the following provisions of this Article:

(a) Compensable Items: The liability of the Department for claims will be limited to the following specifically-identified items of cost, insofar as they have not otherwise been paid for by the Department, and insofar as they were caused solely by the actions or omissions of the Department or its agents (except that with regard to payment for extra work, the Department will pay to the Contractor the mark-ups provided for in Article 1.04.05.):

- (1) Additional Project-site labor expenses.
- (2) Additional costs for materials.
- (3) Additional, unabsorbed Project-site overhead (e.g., for mobilization and demobilization).
- (4) Additional costs for active equipment.
- (5) For each day of Project delay or suspension caused solely by actions or omissions of the Department, either
 - (i) an additional ten percent (10%) of the total amount of the costs identified in Subarticles (1) through (4) above; except that if the delay or suspension period prevented the Contractor from incurring enough Project costs under Subarticles (1) through (4) during that period to require a payment by the Department that would be greater than the payment described in subparagraph (ii) below, then the payment for affected home office overhead and profit shall instead be made in the following *per diem* amount:
 - (ii) six percent (6%) of the original total Contract amount divided by the original number of days of Contract time.Payment under either (i) or (ii) hereof shall be deemed to be complete and mutually-satisfactory compensation for any unabsorbed home office overhead and any profit related to the period of delay or suspension.
- (6) Additional equipment costs. Only actual equipment costs shall be used in the calculation of any compensation to be made in response to claims for additional Project compensation. Actual equipment costs shall be based upon records kept in the normal course of business and in accordance with generally-accepted accounting principles. Under no circumstances shall Blue Book or other guide or rental rates be used for this purpose (unless the Contractor had to rent the equipment from an unrelated party, in which case the actual rental charges paid by the Contractor, so long as they are reasonable, shall be used). Idle equipment, for instance, shall be paid for based only on its actual cost to the Contractor.
- (7) Subcontractor costs limited to, and determined in accordance with, Subarticles (1), (2), (3), (4), and (5) above and applicable statutory and case law. Such subcontractor costs may be paid for by the Department only (a) in the context of an informal claims settlement or (b) if the Contractor has itself paid or legally-assumed, present unconditional liability for those subcontractor costs.

(b) Non-Compensable Items: The Department will have no liability for the following specifically-identified non-compensable items:

- (1) Profit, in excess of that provided for herein.
- (2) Loss of anticipated profit.
- (3) Loss of bidding opportunities.

- (4) Reduction of bidding capacity.
- (5) Home office overhead in excess of that provided for in Article 1.11.04(a)(5) hereof.
- (6) Attorneys fees, claims preparation expenses, or other costs of claims proceedings or resolution.
- (7) Any other consequential or indirect expenses or costs, such as tort damages, or any other form of expense or damages not provided for in these Specifications or elsewhere in the Contract.

1.11.05 – Required Claim Documentation: All claims shall be submitted in writing to the Commissioner, and shall be sufficient in detail to enable the Engineer to ascertain the basis and the amount of each claim, and to investigate and evaluate each claim in detail. As a minimum, the Contractor must provide the following information for each and every claim and sub-claim asserted:

- (a) A detailed factual statement of the claim, with all dates, locations and items of work pertinent to the claim.
- (b) A statement of whether each requested additional amount of compensation or extension of time is based on provisions of the Contract or on an alleged breach of the Contract. Each supporting or breached Contract provision, and a statement of the reasons why each such provision supports the claim, must be specifically identified or explained.
- (c) Excerpts from manuals or other texts which are standard in the industry, if available, that support the Contractor's claim.
- (d) The details of the circumstances that gave rise to the claim.
- (e) The date(s) on which any and all events resulting in the claim occurred, and the date(s) on which conditions resulting in the claim first became evident to the Contractor.
- (f) Specific identification of any pertinent document, and detailed description of the substance of any material oral communication, relating to the substance of such claim.
- (g) If an extension of time is sought, the specific dates and number of days for which it is sought, and the basis or bases for the extension sought. A critical path method, bar chart, or other type of graphical schedule that supports the extension must be submitted.
- (h) When submitting any claim over \$50,000, the Contractor shall certify in writing, under oath and in accordance with the formalities required by the contract, as to the following:
 - (1) That supporting data is accurate and complete to the Contractors best knowledge and belief;
 - (2) That the amount of the dispute and the dispute itself accurately reflects what the Contractor in good faith believes to be the Departments liability;
 - (3) The certification shall be executed by:
 - a. If the Contractor is an individual, the certification shall be executed by that individual.
 - b. If the Contractor is not an individual, the certification shall be executed by a senior company official in charge at the Contractor's plant or location involved or an officer or general partner of the Contractor having overall responsibility for the conduct of the Contractors affairs.

1.11.06 – Auditing of Claims: All claims filed against the Department shall be subject to audit by the Department or its agents at any time following the filing of such claim. The Contractor and its subcontractors and suppliers shall cooperate fully with the Department's auditors. Failure of the Contractor, its subcontractors, or its suppliers to maintain and retain sufficient records to allow the Department or its agents to fully evaluate the claim shall constitute a waiver of any

portion of such claim that cannot be verified by specific, adequate, contemporaneous records, and shall bar recovery on any claim or any portion of a claim for which such verification is not produced. Without limiting the foregoing requirements, and as a minimum, the Contractor shall make available to the Department and its agents the following documents in connection with any claim that the Contractor submits:

- (1) Daily time sheets and foreman's daily reports.
- (2) Union agreements, if any.
- (3) Insurance, welfare, and benefits records.
- (4) Payroll register.
- (5) Earnings records.
- (6) Payroll tax returns.
- (7) Records of property tax payments.
- (8) Material invoices, purchase orders, and all material and supply acquisition contracts.
- (9) Materials cost distribution worksheets.
- (10) Equipment records (list of company equipment, rates, etc.).
- (11) Vendor rental agreements
- (12) Subcontractor invoices to the Contractor, and the Contractor's certificates of payments to subcontractors.
- (13) Subcontractor payment certificates.
- (14) Canceled checks (payroll and vendors).
- (15) Job cost reports.
- (16) Job payroll ledger.
- (17) General ledger, general journal (if used), and all subsidiary ledgers and journals, together with all supporting documentation pertinent to entries made in these ledgers and journals.
- (18) Cash disbursements journals.
- (19) Financial statements for all years reflecting the operations on the Project.
- (20) Income tax returns for all years reflecting the operations on the Project.
- (21) Depreciation records on all company equipment, whether such records are maintained by the company involved, its accountant, or others.
- (22) If a source other than depreciation records is used to develop costs for the Contractor's internal purposes in establishing the actual cost of owning and operating equipment, all such other source documents.
- (23) All documents which reflect the Contractor's actual profit and overhead during the years that the Project was being performed, and for each of the five years prior to the commencement of the Project.
- (24) All documents related to the preparation of the Contractor's bid, including the final calculations on which the bid was based.
- (25) All documents which relate to the claim or to any sub-claim, together with all documents that support the amount of damages as to each claim or sub-claim.
- (26) Worksheets used to prepare the claim, which indicate the cost components of each item of the claim, including but not limited to the pertinent costs of labor, benefits and insurance, materials, equipment, and subcontractors' damages, as well as all documents which establish the relevant time periods, individuals involved, and the Project hours and the rates for the individuals.

- (27) The name, function, and pertinent activity of each Contractor's or subcontractor's official, or employee involved in or knowledgeable about events that give rise to, or facts that relate to, the claim.
- (28) The amount(s) of additional compensation sought and a break-down of the amount(s) into the categories specified as payable under Article 1.11.04 above.
- (29) The name, function, and pertinent activity of each Department official, employee or agent involved in or knowledgeable about events that give rise to, or facts that relate to, the claim.

CODE OF ETHICS

The Contractor shall comply with the provisions contained in Section 1-86e of the Connecticut General Statutes, which provides as follows:

- (a) No person hired by the state as a Contractor or independent contractor shall:
 - (1) Use the authority provided to the person under the contract, or any confidential information acquired in the performance of the contract, to obtain financial gain for the person, an employee of the person or a member of the immediate family of any such person or employee;
 - (2) Accept another state contract which would impair the independent judgment of the person in the performance of the existing contract; or
 - (3) Accept anything of value based on an understanding that the actions of the person on behalf of the state would be influenced.
- (b) No person shall give anything of value to a person hired by the state as a Contractor or independent contractor based on an understanding that the actions of the Contractor or independent contractor on behalf of the state would be influenced.

In addition, the Contractor hereby acknowledges and agrees to comply with the policies enumerated in "Connecticut Department of Transportation Policy Statement Policy No. F&A-10, Subject: Code of Ethics Policy", dated February 8, 2005, a copy of which is attached hereto and made a part hereof.



CONNECTICUT DEPARTMENT OF TRANSPORTATION POLICY STATEMENT

POLICY NO. F&A-10
February 8, 2005

SUBJECT: Code of Ethics Policy

No employee of the Connecticut Department of Transportation shall, either individually (or as a member of a group), directly or indirectly, solicit or accept any gift or gratuity from any person or organization with whom the Department has, has had, or may expect to have, a business relationship which could cause, or create the appearance of, a conflict with or influence the performance of the employee's duties with the Department. Anything of value that any person or organization attempts to give to an employee of this Department shall be immediately returned. If such thing of value is received by other than personal delivery from the subject person or organization, it shall be taken to the Office of Human Resources along with the name and address of the person or firm who gave the item. The Office of Human Resources along with the recipient of the item of value will arrange for the donation of the item to a local charity (e.g., Foodshare, local soup kitchens, etc.). The Office of Human Resources will then send a letter to the gift giver advising them of this donation.

No employee of this Department shall, either individually (or as a member of a group), directly or indirectly, solicit the sale of tickets for a charitable event or accept any gift for the benefit of a charitable organization from any person or organization with whom the Department has, has had, or may expect to have, a business relationship which would cause, or create the appearance of, a conflict with or influence the performance of the Department.

No employee of this Department shall use or distribute State information or use State equipment or materials for other than State business purposes.

No employee shall use their position/influence or any information for financial benefits (this includes family members).

No employee of this Department shall allow any private obligation of employment or enterprise to take precedence over his/her responsibility to the Department.

No employee of this Department shall accept employment with any consultant, contractor, appraiser, or any other organization or individual which is under contract or agreement with the State of Connecticut, nor shall any employee of this Department have, directly or indirectly, a

financial interest in any business, firm, or enterprise doing business with the State of Connecticut, which could cause, or create the appearance of, a conflict with or influence the performance of the employee's duties with the Department. Employees shall disclose other employment to the Human Resources Administrator.

Certain political activities may also result in a conflict of interest for Department employees. Political activities of State employees are governed by both the Federal Hatch Act and Connecticut General Statute 5-266a.

In addition to the above, all employees of this Department are to comply with Sections 1-79 through 1-89 of the Connecticut General Statutes, as amended, entitled Code of Ethics for Public Officials. Other important Ethics references include:

Code of Ethics for Public Officials

http://www.ethics.ct.us/Regs_and_Code_Information/2003_poguide.htm

Statutes, Regulations, and Policies Concerning Political Activity of Employees

<http://www.das.state.ct.us/HR/om/GL214D.pdf>


The Department of Transportation Ethics Liaison is Dave Crowther who can be reached at (860) 594-3032. Mr. Crowther is responsible for monitoring Department policies relevant to Ethics compliance and serving as a resource for Ethics guidance and advice.

Employees are also encouraged to contact the Ethics Commission directly with inquiries and requests for guidance at:

Telephone No.: (860) 566-4472 or Internet: www.ethics.state.ct.us

In instances where the Department's policy conflicts with the Code of Ethics for Public Officials, the Department's more restrictive policy takes precedence.

(This Policy Statement supersedes Policy Statement No. F&A-10 dated July 30, 2004)



Stephen E. Korta, II
Commissioner

BIDRIGGING AND/OR FRAUDS

The Connecticut Department of Transportation is cooperating with the U.S. Department of Transportation and the Justice Department in their investigation into highway construction contract bidrigging and/or frauds.

A toll-free "HOT LINE" telephone number 800-424-9071 has been established to receive information from contractors, subcontractors, manufacturers, suppliers or anyone with knowledge of bidrigging and/or frauds either past or current. The "HOT LINE" telephone number will be manned during normal working hours (8 A.M. - 5 P.M. EST.), and information will be treated confidentially and anonymity respected.

REQUIREMENTS OF TITLE 49, CODE OF FEDERAL REGULATIONS PART 26

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Date:
Federal Aid Project Nos.:
State Project Nos.:

Subject:

The State of Connecticut, Department of Transportation, Standard Specifications for Roads, Bridges and Incidental Construction, Form 816, 2004, as revised by the Supplemental Specifications dated January/July 20____ (otherwise referred to collectively as "ConnDOT Form 816") is hereby made part of this contract, as modified by the Special Provisions contained herein. . The State of Connecticut Department of Transportation's "Construction Contract Bidding and Award Manual" ("Manual"), August 21, 2000 edition or latest issue, is hereby made part of this contract. If the provisions of this Manual conflict with provisions of other Department documents (not including statutes or regulations), the provisions of the Manual will govern. The Manual is available upon request from the Transportation Manager of Contracts. The Special Provisions relate in particular to the _____ in the Town(s) of _____.

COMBINED PROJECTS

There will be but one Contract for Federal Aid Project No. _____ (State Project No. _____) and Federal Aid Project No. _____ (State Project No. _____). The two projects will be considered as a single contract in all respects.

CONTRACT TIME AND LIQUIDATED DAMAGES

In order to minimize the hazard, cost and inconvenience to the traveling public, pollution of the environment and the detriment to the business area, it is necessary to limit the time of construction work, which interferes with traffic as specified in Article 1.08.04 of the Special Provisions.

There will be two assessments for liquidated damages and they will be addressed in the following manner:

1. For this contract, an assessment per day for liquidated damages, at a rate of _____ Dollars per day shall be applied to each calendar day the work runs in excess of the _____ allowed calendar days for the contract.

2. For this contract, an assessment per hour for liquidated damages shall be applied to each hour, or any portion thereof, in which the Contractor interferes with normal traffic operations during the restricted hours given in Article 1.08.04 of the Special Provisions. The liquidated damages shall be as shown in the following tables entitled "Liquidated Damages Per Hour" for each hour, or any portion thereof, in which the Contractor interferes with normal traffic operations during the restricted hours.

For the purpose of administering this contract, normal traffic operations are considered interfered with when:

1. Any portion of the travel lanes or shoulders is occupied by any personnel, equipment, materials, or supplies including signs.
2. There is a one-inch or greater difference in the level of pavement transversely extending for a distance of more than ten feet longitudinally.
3. The transition between the planes of pavement surfaces is at a rate of one inch in less than twenty feet longitudinally.

NOTICE TO CONTRACTOR - GIFT AFFIDAVIT DISCLOSURE

An affidavit of gift disclosure in compliance with the requirements of Public Act 04-245 must be submitted with any bid proposal that is over \$500,000; must be completed on the form provided by the Department of Transportation (DOT); and must be notarized, sealed, signed by an officer of the person, firm or corporation submitting such proposal. Each principal of a joint venture, if any, must submit a separate affidavit. **Failure to comply with this requirement will result in the bid being rejected as nonresponsive.**

The apparent low bidder will be required to submit a second affidavit in compliance with the requirements of Public Act 04-245, covering the period of time from the submission of the bid proposal to the execution of the contract on the form provided by the DOT. This affidavit must be completed, notarized, sealed and signed by the officer of the person, firm or corporation that executes the contract. Each principal of a joint venture must submit a separate affidavit. **Failure to comply with this requirement will result in the rejection of the bid.**

NOTICE TO CONTRACTOR - AFFIDAVIT REGARDING CONSULTING AGREEMENTS

The "Affidavit Regarding Consulting Agreements" must be completed and should be submitted in response to such a request for procurement or solicitation for those contracts having an anticipated total value to the State of more than fifty thousand dollars (\$50,000) in a calendar or fiscal year. Contractors will not be selected if the required Affidavit is not submitted.

This Affidavit is attached to all bid proposals when issued to prospective bidders. Bidders are responsible for the submission of this Affidavit.

NOTICE TO CONTRACTOR – BUY AMERICA

The Contractor agrees to comply with 49 U.S.C. 5323(j) and 49 CFR Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used on Federal Transit Administration (FTA) -funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7.

Bidders must submit either a completed Certificate of Compliance with Section 165 (a); or a completed Certificate For Non-Compliance with Section 165 (a) with their bid. These certificates are attached to the bid proposal form. Failure to complete and submit one of the referenced certificates will result in rejection of the bid.

The Contractor shall obtain and submit to the State copies of all signed Buy America certifications, including Buy America certifications that may be required of its subcontractors if the dollar thresholds established by FTA are exceeded. These completed certifications if applicable, shall be mailed to the Connecticut Department of Transportation, to the attention of the project engineer.

NOTICE TO CONTRACTOR - PROCUREMENT OF MATERIALS

Upon award, the Contractor shall proceed with shop drawings, working drawings, procurement of materials, and all other submittals required to complete the work in accordance with the contract documents.

**NOTICE TO CONTRACTOR –CONNECTICUT DEPARTMENT OF
TRANSPORTATION DISCLAIMER**

Connecticut Department of Transportation bidding and other information and documents which are obtained through the Internet, World Wide Web Sites or other sources are not to be construed to be official information for the purposes of bidding or conducting other business with the Department.

It is the responsibility of each bidder and all other interested parties to obtain all bidding related information and documents from official sources within the Department.

Persons and/or entities which reproduce and/or make such information available by any means are not authorized by the Department to do so and may be liable for claims resulting from the dissemination of unofficial, incomplete and/or inaccurate information.

NOTICE TO CONTRACTOR – VEHICLE EMISSIONS

All motor vehicles and/or construction equipment (both on-highway and non-road) shall comply with all pertinent State and Federal regulations relative to exhaust emission controls and safety.

The contractor shall establish staging zones for vehicles that are waiting to load or unload at the contract area. Such zones shall be located where the emissions from the vehicles will have minimum impact on abutters and the general public.

Idling of delivery and/or dump trucks, or other equipment shall not be permitted during periods of non-active use, and it should be limited to three minutes in accordance with the Regulations of Connecticut State Agencies Section 22a-174-18(b)(3)(c):

No mobile source engine shall be allowed “to operate for more than three (3) consecutive minutes when the mobile source is not in motion, except as follows:

- (i) When a mobile source is forced to remain motionless because of traffic conditions or mechanical difficulties over which the operator has no control,
- (ii) When it is necessary to operate defrosting, heating or cooling equipment to ensure the safety or health of the driver or passengers,
- (iii) When it is necessary to operate auxiliary equipment that is located in or on the mobile source to accomplish the intended use of the mobile source;
- (iv) To bring the mobile source to the manufacturer’s recommended operating temperature,
- (v) When the outdoor temperature is below twenty degrees Fahrenheit (20 degrees F),
- (vi) When the mobile source is undergoing maintenance that requires such mobile source be operated for more than three (3) consecutive minutes, or
- (vii) When a mobile source is in queue to be inspected by U.S. military personnel prior to gaining access to a U.S. military installation.”

All work shall be conducted to ensure that no harmful effects are caused to adjacent sensitive receptors. Sensitive receptors include but are not limited to hospitals, schools, daycare facilities, elderly housing and convalescent facilities. Engine exhaust shall be located away from fresh air intakes, air conditioners, and windows.

A Vehicle Emissions Mitigation plan will be required for areas where extensive work will be performed in close proximity (less than 50 feet (15 meters)) to sensitive receptors. No work will proceed until a sequence of construction and a Vehicle Emissions Mitigation plan is submitted in writing to the Engineer and approved by the Engineer prior to the commencement of any extensive construction work in close proximity (less than 50 feet (15 meters)) to sensitive receptors. The mitigation plan must address the control of vehicle emissions from all vehicles and construction equipment.

If any equipment is found to be in non-compliance with this specification, the contractor will be issued a Notice of Non-Compliance and given a 24 hour period in which to bring the equipment into compliance or remove it from the project. If the contractor then does not comply, the Engineer shall withhold all payments for the work performed on any item(s) on which the non-conforming equipment was utilized for the time period in which the equipment was out of compliance.

Any costs associated with this "Vehicle Emissions" notice shall be included in the general cost of the contract. In addition, there shall be no time granted to the contractor for compliance with this notice. The contractor's compliance with this notice and any associated regulations shall not be grounds for claims as outlined in Section 1.11 – "Claims".[FJK1]

NOTICE TO CONTRACTOR – TRAFFIC DRUMS AND TRAFFIC CONES

Traffic Drums and 42-inch (1 m) Traffic Cones shall have four six-inch (150 mm) wide stripes (two - white and two - orange) of flexible bright fluorescent sheeting.

The material for the stripes shall be one of the following, or approved equal:

- 3M Scotchlite Diamond Grade Flexible Work Zone Sheeting, Model 3910 for the white stripes and Model 3914 for the orange stripes,
- Avery Dennison WR-7100 Series Reboundable Prismatic Sheeting, Model WR-7100 for the white stripes and Model WR-7114 for the orange stripes.

**NOTICE TO CONTRACTOR – NCHRP REPORT 350 REQUIREMENTS FOR WORK
ZONE TRAFFIC CONTROL DEVICES**

CATEGORY 1 DEVICES (traffic cones, traffic drums, tubular markers, flexible delineator posts)

Prior to using the Category 1 Devices on the project, the Contractor shall submit to the Engineer a copy of the manufacturer's self-certification that the devices conform to NCHRP Report 350.

CATEGORY 2 DEVICES (construction barricades, construction signs and portable sign supports)

Prior to using Category 2 Devices on the project, the Contractor shall submit to the Engineer a copy of the Letter of Acceptance issued by the FHWA to the manufacturer documenting that the devices (both sign and portable support tested together) conform to NCHRP Report 350 (TL-3).

Specific requirements for these devices are included in the Special Provisions.

Information regarding NCHRP Report 350 devices may be found at the following web sites:

FHWA: http://safety.fhwa.dot.gov/roadway_dept/road_hardware/index.htm

ATSSA: <http://www.atssa.com/resources/NCHRP350Crashtesting.asp>

NOTE: The portable wooden sign supports that have been traditionally used by most contractors in the State of Connecticut do NOT meet NCHRP Report 350 criteria and shall not be utilized on any project advertised after October 01, 2000.

CATEGORY 3 DEVICES (Truck-Mounted Attenuators & Work Zone Crash Cushions)

Prior to using Category 3 Devices on the project, the Contractor shall submit to the Engineer a copy of the Letter of Acceptance issued by the FHWA to the manufacturer documenting that the devices conform to NCHRP Report 350.

SECTION 1.03 - AWARD AND EXECUTION OF CONTRACT

Article 1.03.02 - Award and Execution of Contract:

In the second sentence of the only paragraph, "The award, if made, etc.", change "within 60 days after the opening of the proposals" to read "on or before _____".

Article 1.03.08 - Notice to Proceed and Commencement of Work:

Change the first and second paragraphs to read as follows:

The Contractor will commence and proceed with the Contract work on the date specified in a written notice to proceed issued by the Engineer to the Contractor. The date specified will be no later than 10 days after the actual award.

Any failure by the Department to issue a notice to proceed, or to issue one on a timely basis, shall not, however, constitute a breach of the Contract. Neither the Contractor nor any other party may use such a failure as a basis for any claim against the Department for damages.

SECTION 1.06 - CONTROL OF MATERIALS

Article 1.06.05 - Shipping Materials: Add the following:

All vehicles transporting materials on highways and bridges in the State shall comply with all the vehicle regulations of the Connecticut General Statutes and regulations of Connecticut State Agencies as they apply to vehicle length, width, height and weight.

Any vehicle, either loaded or unloaded, will not be allowed to travel across any bridge or on any highway when such vehicle exceeds the legal limits or posted limits of such bridge or highway without a permit. The owner of the vehicle must apply to the Department for a permit for such travel, as provided in the statutes.

The General Statutes include the following limitations:

Vehicle Width (Section 14-262(a)(1)) - The width of a vehicle and combination vehicle and trailer, including its load, is limited to 8 feet 6 inches, without a permit.

Vehicle Length (Section 14-262(c)) - The length of the semitrailer portion of a tractor-trailer unit, including its load, is limited to 48 feet, without a permit.

Vehicle Height (Section 14-264) - The height of a vehicle, with its load, is limited to 13 feet 6 inches, without a permit.

Vehicle Weight (Section 14-267a(b)(7)) - The gross vehicle weight (weight of vehicle including its load) is limited to 80,000 pounds on 5 axles for vehicles with a 51 foot wheelbase, without a permit.

Axle Weights of Vehicles (Section 14-267a) - For the above five axle vehicle, weight on a single axle may not exceed 22,400 pounds or in the case of axles spaced less than 6 feet apart, 18,000 pounds.

On Department projects, in accordance with the Commissioner's policy, any member or component, either temporary or permanent, that measures 120 feet or less and weighs no greater than 120,000 pounds, is transportable via an authorized permit route established by the Department provided the individual axle weights on the vehicle and trailer transporting the member or component do not exceed 20,000 pounds.

Members and components, shown in the contract documents, that exceed the above length and weight limits have been reviewed by the Department's Oversize and Overweight

Permits Section and are transportable via an authorized permit route established by the Department provided the individual axle weights on the vehicle and trailer transporting the member or component do not exceed 20,000 pounds.

All permits to transport materials are subject to shipping times established by the Department's Oversize and Overweight Permits Section.

Applications for permits, required to transport materials, shall be submitted a minimum of two weeks prior to their required use, to the Department's Oversize and Overweight Permits Section.

SECTION 1.06 – CONTROL OF MATERIALS

Article 1.06.07 – Certified Test Reports and Materials Certificates:

1) For the materials in the following items, a Certified Test Report will be required confirming their conformance to the requirements set forth in these plans or specifications or both. Should the consignee noted on a Certified Test Report be other than the Prime Contractor, and then Materials Certificates shall be required to identify the shipment.

603 STEEL SPAN POLE
606A STEEL MAST ARM ASSEMBLY

2) For the materials in the following items, a Materials Certificate will be required confirming their conformance to the requirements set forth in these plans or specifications or both.

202C TRAFFIC CONTROLLER FOUNDATION TYPE 170
600 8' ALUMINUM PEDESTAL
608X X WAY, X SECTION SPAN WIRE /MAST ARM TRAFFIC SIGNAL
610X X WAY, PED SIGNAL POLE/PEDESTAL MOUNTED
612X PED PUSH BUTTONAND SIGN POLE MOUNTED
614A TYPE 170 CONTROLLER BASE MOUNT

SECTION 1.08 - PROSECUTION AND PROGRESS

Article 1.08.01 – Transfer of Work or Contract:

Add the following after the last paragraph:

The Contractor shall pay the subcontractor for work performed within thirty (30) days after the Contractor receives payment for the work performed by the subcontractor. Also, any retained monies on a subcontractor's work shall be paid to the subcontractor within thirty (30) days after satisfactory completion of all the subcontractor's work.

For the purpose of this Item, satisfactory completion shall have been accomplished when:

- (1) The subcontractor has fulfilled the contract requirements of both the Department and the subcontract for the subcontracted work, including the completion of any specified material and equipment testing requirement or plant establishment period and the submission of all submittals (i.e.: certified payrolls, material samples and certifications, required state and federal submissions, etc.) required by the specifications and the Department, and
- (2) The work done by the subcontractor has been inspected and approved by the Department and the final quantities of the subcontractor's work have been determined and agreed upon.

If the Contractor determines that a subcontractor's work is not complete, the Contractor shall notify the subcontractor and the Engineer, in writing, of the reasons why the subcontractor's work is not complete. This written notification shall be provided to the subcontractor and the Engineer within twenty-one (21) days of the subcontractor's request for release of retainage.

The Engineer will institute administrative procedures to expedite the determination of final quantities for the subcontractor's satisfactorily completed work.

The inspection and approval of a subcontractor's work does not eliminate the Contractor's responsibilities for all the work as defined in Article 1.07.12, "Contractor's Responsibility for Work."

The inspection and approval of the subcontractor's work does not release the subcontractor from its responsibility for maintenance and other periods of subcontractor responsibility specified for the subcontractor's items of work. Failure of a subcontractor to meet its maintenance, warranty and/or defective work responsibilities may result in a finding that the subcontractor is non-responsible on future subcontract assignments.

For any dispute regarding prompt payment or release of retainage, the alternate dispute resolution provisions of this article shall apply.

The above requirements are also applicable to all sub-tier subcontractors and the above provisions shall be made a part of all subcontract agreements.

Failure of the Contractor to comply with the provisions of this section may result in a finding that the Contractor is non-responsible on future projects.

SPECIAL PROVISIONS
DISADVANTAGED BUSINESS ENTERPRISES
AS SUBCONTRACTORS AND MATERIAL SUPPLIERS OR MANUFACTURERS
FOR FEDERAL FUNDED PROJECTS

(For Municipal Advertised and Awarded Projects Only)

Revised – October 23, 2000

NOTE: Certain of the requirements and procedures stated in this Special Provision are applicable prior to the award and execution of the Contract document.

I. ABBREVIATIONS AND DEFINITIONS AS USED IN THIS SPECIAL PROVISION

- A. "CDOT" means the Connecticut Department of Transportation.
- B. "DOT" means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA"), and the Federal Aviation Administration ("FAA").
- C. "Broker" means a party acting as an agent for others in negotiating Contracts, Agreements, purchases, sales, etc., in return for a fee or commission.
- D. "Contract," "Agreement" or "subcontract" means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them. For the purposes of this provision a lease for equipment or products is also considered to be a Contract.
- E. "Contractor," means a consultant, second party or any other entity doing business with the Municipality or, as the context may require, with another Contractor.
- F. "Disadvantaged Business Enterprise" ("DBE") means a small business concern:
 - 1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock of which is owned by one or more such individuals; and
 - 2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- G. "DOT-assisted Contract" means any Contract between a recipient and a Contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees.

- H. "Good Faith Efforts" means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. Refer to Appendix A of 49 Code of Federal Regulation ("CFR") Part 26 – "Guidance Concerning Good Faith Efforts," a copy of which is attached to this provision, for guidance as to what constitutes good faith efforts.
- I. "Small Business Concern" means, with respect to firms seeking to participate as DBEs in DOT-assisted Contracts, a small business concern as defined pursuant to Section 3 of the Small Business Act and Small Business Administration ("SBA") regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts specified in 49 CFR Part 26, Section 26.65(b).
- J. "Socially and Economically Disadvantaged Individuals" means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is—
1. Any individual who CDOT finds on a case-by-case basis to be a socially and economically disadvantaged individual.
 2. Any individuals in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - i. "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
 - ii. "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - iii. "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - iv. "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - v. "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - vi. Women;
 - vii. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

II. GENERAL REQUIREMENTS

- A. The Contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted Contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy, as the Municipality and CDOT deem appropriate.
- B. The Contractor shall cooperate with the Municipality, CDOT and DOT in implementing the requirements concerning DBE utilization on this Contract in accordance with Title 49 of the Code of Federal Regulations, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" ("49 CFR Part 26"), as revised. The Contractor shall also cooperate with the Municipality, CDOT and DOT in reviewing the Contractor's activities relating to this Special Provision. This Special Provision is in addition to all other equal opportunity employment requirements of this Contract.
- C. The Contractor shall designate a liaison officer who will administer the Contractor's DBE program. Upon execution of this Contract, the name of the liaison officer shall be furnished in writing to the Municipality.
- D. For the purpose of this Special Provision, DBEs to be used to satisfy the DBE goal must be certified by CDOT's Division of Contract Compliance for the type(s) of work they will perform.
- E. If the Contractor allows work designated for DBE participation required under the terms of this Contract and required under III-B to be performed by other than the named DBE organization without concurrence from the Municipality, the Municipality will not pay the Contractor for the value of the work performed by organizations other than the designated DBE.
- F. At the completion of all Contract work, the Contractor shall submit a final report to the Municipality indicating the work done by, and the dollars paid to DBEs. If the Contractor does not achieve the specified Contract goals for DBE participation, the Contractor shall also submit written documentation to the Municipality detailing its good faith efforts to satisfy the goal that were made during the performance of the Contract. Documentation is to include, but not be limited to the following:
 - 1. A detailed statement of the efforts made to select additional subcontracting opportunities to be performed by DBEs in order to increase the likelihood of achieving the stated goal.
 - 2. A detailed statement, including documentation of the efforts made to contact and solicit bids with CDOT certified DBEs, including the names, addresses, dates and telephone numbers of each DBE contacted, and a description of the information provided to each DBE regarding the scope of services and anticipated time schedule of work items proposed to be subcontracted and nature of response from firms contacted.
 - 3. Provide a detailed statement for each DBE that submitted a subcontract proposal, which the Contractor considered not to be acceptable stating the reasons for this conclusion.

4. Provide documents to support contacts made with CDOT requesting assistance in satisfying the Contract specified goal.
 5. Provide documentation of all other efforts undertaken by the Contractor to meet the defined goal.
- G. Failure of the Contractor, at the completion of all Contract work, to have at least the specified percentage of this Contract performed by DBEs as required in III-B will result in the reduction in Contract payments to the Contractor by an amount determined by multiplying the total Contract value by the specified percentage required in III-B and subtracting from that result, the dollar payments for the work actually performed by DBEs. However, in instances where the Contractor can adequately document or substantiate its good faith efforts made to meet the specified percentage to the satisfaction of the Municipality and CDOT, no reduction in payments will be imposed.
- H. All records must be retained for a period of three (3) years following acceptance by the Municipality of the Contract and shall be available at reasonable times and places for inspection by authorized representatives of the Municipality, CDOT and Federal agencies. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims, or audits findings involving the records are resolved.
- I. Nothing contained herein, is intended to relieve any Contractor or subcontractor or material supplier or manufacturer from compliance with all applicable Federal and State legislation or provisions concerning equal employment opportunity, affirmative action, nondiscrimination and related subjects during the term of this Contract.

III. SPECIFIC REQUIREMENTS:

In order to increase the participation of DBEs, the Municipality requires the following:

- A. The Contractor shall assure that certified DBEs will have an opportunity to compete for subcontract work on this Contract, particularly by arranging solicitations and time for the preparation of proposals for services to be provided so as to facilitate the participation of DBEs regardless if a Contract goal is specified or not.
- B. Contract goal for DBE participation equaling 0 percent of the total Contract value has been established for this Contract. Compliance with this provision may be fulfilled when a DBE or any combination of DBEs perform work under contract in accordance with 49 CFR Part 26, Subpart C Section 26.55, as revised. Only work actually performed by and/or services provided by DBEs which are certified for such work and/or services can be counted toward the DBE goal. Supplies and equipment a DBE purchases or leases from the prime Contractor or its affiliate cannot be counted toward the goal.

If the Contractor does not document commitments, by subcontracting and/or procurement of material and/or services that at least equal the goal, it must document the good faith efforts that outline the steps it took to meet the goal in accordance with VII.

- C. Within 14 days after the bid opening, the low bidder shall indicate in writing to the Municipality, on the forms provided, the DBE(s) it will use to achieve the goal indicated in III-B. The submission shall include the name and address of each DBE that will participate in this Contract, a description of the work each will perform, the dollar amount of participation, and the percentage this is of the bid amount. This information shall be signed by the named DBE and the low bidder. The named DBE shall be from a list of certified DBEs available from CDOT. In addition, the named DBE(s) shall be certified to perform the type of work they will be contracted to do.
- D. The prime Contractor shall submit to the Municipality all requests for subcontractor approvals on the standard forms provided by the Municipality.

If the request for approval is for a DBE subcontractor for the purpose of meeting the Contract DBE goal, a copy of the legal Contract between the prime and the DBE subcontractor must be submitted along with the request for subcontractor approval. Any subsequent amendments or modifications of the Contract between the prime and the DBE subcontractor must also be submitted to the Municipality with an explanation of the change(s). The Contract must show items of work to be performed, unit prices and, if a partial item, the work involved by all parties.

In addition, the following documents are to be attached:

1. An explanation indicating who will purchase material.
 2. A statement explaining any method or arrangement for renting equipment. If rental is from a prime, a copy of the Rental Agreement must be submitted.
 3. A statement addressing any special arrangements for manpower.
- E. The Contractor is required, should there be a change in a DBE they submitted in III-C, to submit documentation to the Municipality which will substantiate and justify the change (i.e., documentation to provide a basis for the change for review and approval by the Municipality) prior to the implementation of the change. The Contractor must demonstrate that the originally named DBE is unable to perform in conformity to the scope of service or is unwilling to perform, or is in default of its Contract, or is overextended on other jobs. The Contractor's ability to negotiate a more advantageous Agreement with another subcontractor is not a valid basis for change. Documentation shall include a letter of release from the originally named DBE indicating the reason(s) for the release.
- F. Contractors subcontracting with DBEs to perform work or services as required by this Special Provision shall not terminate such firms without advising the Municipality in writing, and providing adequate documentation to substantiate the reasons for termination if the DBE has not started or completed the work or the services for which it has been contracted to perform.
- G. When a DBE is unable or unwilling to perform, or is terminated for just cause, the Contractor shall make good faith efforts to find other DBE opportunities to increase DBE participation to the extent necessary to at least satisfy the goal required by III-B.
- H. In instances where an alternate DBE is proposed, a revised submission to the Municipality together with the documentation required in III-C, III-D, and III-E, must be made for its review and approval.

- I. Each quarter after execution of the Contract, the Contractor shall submit a report to the Municipality indicating the work done by, and the dollars paid to the DBE for the current quarter and to date.

IV. MATERIAL SUPPLIERS OR MANUFACTURERS

- A. If the Contractor elects to utilize a DBE supplier or manufacturer to satisfy a portion or all of the specified DBE goal, the Contractor must provide the Municipality with:
 1. An executed "Affidavit for the Utilization of Material Suppliers or Manufacturers" (sample attached), and
 2. Substantiation of payments made to the supplier or manufacturer for materials used on the project.
- B. Credit for DBE suppliers is limited to 60% of the value of the material to be supplied, provided such material is obtained from a regular DBE dealer. A regular dealer is a firm that owns, operates, or maintains a store, warehouse or other establishment in which the materials or supplies required for the performance of the Contract are bought, kept in stock and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A regular dealer in such bulk items as steel, cement, gravel, stone and petroleum products, need not keep such products in stock if it owns or operates distribution equipment. Brokers and packagers shall not be regarded as material suppliers or manufacturers.
- C. Credit for DBE manufacturers is 100% of the value of the manufactured product. A manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the Municipality, Department of Transportation or Contractor.

V. NON-MANUFACTURING OR NON-SUPPLIER DBE CREDIT:

- A. Contractors may count towards their DBE goals the following expenditures with DBEs that are not manufacturers or suppliers:
 1. Reasonable fees or commissions charged for providing a bona fide service such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment materials or supplies necessary for the performance of the Contract, provided that the fee or commission is determined by the Municipality to be reasonable and consistent with fees customarily allowed for similar services.
 2. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is a DBE but is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fees are determined by the Municipality to be reasonable and not excessive as compared with fees customarily allowed for similar services.

3. The fees or commissions charged for providing bonds or insurance specifically required for the performance of the Contract, provided that the fees or commissions are determined by the Municipality to be reasonable and not excessive as compared with fees customarily allowed for similar services.

VI. BROKERING

- A. Brokering of work by DBEs who have been approved to perform subcontract work with their own workforce and equipment is not allowed, and is a Contract violation.
- B. DBEs involved in the brokering of subcontract work that they were approved to perform may be decertified.
- C. Firms involved in the brokering of work, whether they are DBEs and/or majority firms who engage in willful falsification, distortion or misrepresentation with respect to any facts related to the project shall be referred to the U.S. Department of Transportation's Office of the Inspector General for prosecution under Title 18, U.S. Code, Section 10.20.

VII. REVIEW OF PRE-AWARD GOOD FAITH EFFORTS

- A. If the Contractor does not document pre-award commitments by subcontracting and/or procurement of material and/or services that at least equal the goal stipulated in III-B, the Contractor must document the good faith efforts that outline the specific steps it took to meet the goal. The Contract will be awarded to the Contractor if its good faith efforts are deemed satisfactory and approved by CDOT. To obtain such an exception, the Contractor must submit an application to the Municipality, which documents the specific good faith efforts that were made to meet the DBE goal. Application form for Review of Pre-Award Good Faith Efforts is attached hereto.

The application must include the following documentation:

1. a statement setting forth in detail which parts, if any, of the Contract were reserved by the Contractor and not available for bid by subcontractors;
2. a statement setting forth all parts of the Contract that are likely to be sublet;
3. a statement setting forth in detail the efforts made to select subcontracting work in order to likely achieve the stated goal;
4. copies of all letters sent to DBEs;
5. a statement listing the dates and DBEs that were contacted by telephone and the result of each contact;
6. a statement listing the dates and DBEs that were contacted by means other than telephone and the result of each contact;
7. copies of letters received from DBEs in which they declined to bid;

8. a statement setting forth the facts with respect to each DBE bid received and the reason(s) any such bid was declined;
9. a statement setting forth the dates that calls were made to CDOT's Division of Contract Compliance seeking DBE referrals and the result of each such call; and
10. any information of a similar nature relevant to the application.

The review of the Contractor's good faith efforts may require an extension of time for award of the Contract. In such a circumstance, and in the absence of other reasons not to grant the extension or make the award, the Municipality will agree to the needed extension(s) of time for the award of the Contract, provided the Contractor and the surety also agree to such extension(s).

- B. Upon receipt of the submission of an application for review of pre-award good faith efforts, the Municipality shall submit the documentation to CDOT initiating unit for submission to the CDOT Division of Contract Compliance. CDOT Division of Contract Compliance will review the documents and determine if the package is complete, accurate and adequately documents the Contractor's good faith efforts. Within fourteen (14) days of receipt of the documentation, the CDOT Division of Contract Compliance shall notify the Contractor by certified mail of the approval or denial of its good faith efforts.
- C. If the Contractor's application is denied, the Contractor shall have seven (7) days upon receipt of written notification of denial to request administrative reconsideration. The Contractor's request for administrative reconsideration should be sent in writing to the Municipality. The Municipality will forward the Contractor's reconsideration request to the CDOT initiating unit for submission to the DBE Screening Committee. The DBE Screening Committee will schedule a meeting within fourteen (14) days from receipt of the Contractor's request for administrative reconsideration and advise the Contractor of the date, time and location of the meeting. At this meeting, the Contractor will be provided with the opportunity to present written documentation and/or argument concerning the issue of whether it made adequate good faith efforts to meet the goal. Within seven (7) days following the reconsideration meeting, the chairperson of the DBE Screening Committee will send the Contractor, via certified mail, a written decision on its reconsideration request, explaining the basis of finding either for or against the request. The DBE Screening Committee's decision is final. If the reconsideration is denied, the Contractor shall indicate in writing to the Municipality within fourteen (14) days of receipt of the written notification of denial, the DBEs it will use to achieve the goal indicated in III-B.
- D. Approval of pre-award good faith efforts does not relieve the Contractor from its obligation to make additional good faith efforts to achieve the DBE goal should contracting opportunities arise during actual performance of the Contract work.

AFFIDAVIT FOR THE UTILIZATION OF
MATERIAL SUPPLIERS OR MANUFACTURERS

This affidavit must be completed by the Municipality Contractor's DBE notarized and attached to the Contractor's request to utilize a DBE supplier or manufacturer as a credit towards its DBE Contract requirements; failure to do so will result in not receiving credit towards the Contract DBE requirement.

State Project No. _____

Federal Aid Project No. _____

Description of Project _____

I, _____, acting in behalf of _____
(Name of person signing Affidavit) (DBE person, firm, association or organization)
of which I am the _____ certify and affirm that _____
(Title of Person) (DBE person, firm, association or organization)

is a certified Connecticut Department of Transportation DBE. I further certify and affirm that I have read and understand 49 CFR, Sec. 26.55(e)(2), as the same may be revised.

I further certify and affirm that _____ will assume the actual and
(DBE person, firm, association or organization)

contractual responsibility for the provision of the materials and/or supplies sought by _____
(Municipality Contractor)

If a manufacturer, I produce goods from raw materials or substantially alter them before resale, or if a supplier, I perform a commercially useful function in the supply process.

I understand that false statements made herein are punishable by Law (Sec. 53a-157), CGS, as revised).

(Name of Organization or Firm)

(Signature & Title of Official making the Affidavit)

Subscribed and sworn to before me, this _____ day of _____ 20 _____.

Notary Public (Commissioner of the Superior Court)

My Commission Expires _____

CERTIFICATE OF CORPORATION

I, _____, certify that I am the _____ (Official)
of the Organization named in the foregoing instrument; that I have been duly authorized to affix the seal of the Organization to such papers as require the seal; that _____, who signed said instrument on behalf of the Organization, was then _____ of said Organization; that said instrument was duly signed for and in behalf of said Organization by authority of its governing body and is within the scope of its organizational powers.

(Signature of Person Certifying)

(Date)

Connecticut Department of Transportation
Application for Review of Pre-award Good Faith Efforts

Directions: A Contractor who is unable to meet the percentage goals set forth in the "Special Provisions Disadvantaged Business Enterprises As Subcontractors And Material Suppliers Or Manufacturers For Federal Funded Projects— Part III-B" shall submit the attached application requesting a review of its good faith efforts to meet the goal.

The Contractor must show that it took all necessary and reasonable steps to achieve the DBE goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation. Appendix A of 49 CFR Part 26 - "Guidance Concerning Good Faith Efforts" will be generally but not exclusively, utilized in evaluating good faith efforts. All applications must be in writing, signed and dated, and include the following:

1. a statement setting forth in detail which parts, if any, of the Contract were reserved by the Contractor and not available for bid by subcontractors;
2. a statement setting forth all parts of the Contract that are likely to be sublet;
3. a statement setting forth in detail the efforts made to select subcontracting work in order to likely achieve the stated goal;
4. copies of all letters sent to DBEs;
5. a statement listing the dates and DBEs that were contacted by telephone and the result of each contact;
6. a statement listing the dates and DBEs that were contacted by means other than telephone and the result of each contact;
7. copies of letters received from DBEs in which they declined to bid;
8. a statement setting forth the facts with respect to each DBE bid received and the reason(s) any such bid was declined;
9. a statement setting forth the dates that calls were made to CDOT's Division of Contract Compliance seeking DBE referrals and the result of each such call; and
10. any information of a similar nature relevant to the application.

All applications shall be submitted to the Municipality. Upon receipt of the submission requesting a review of pre-award good faith efforts, the Municipality shall submit the documentation to CDOT initiating unit for submission to CDOT Division of Contract Compliance. They will review the documents and determine if the package is complete, accurate and adequately documents the Contractor's good faith efforts. Within fourteen (14) days of receipt of the documentation the Division of Contract Compliance shall notify the Contractor by certified mail of the approval or denial of its good faith efforts.

If the Contractor's application is denied, the Contractor shall have seven (7) days upon receipt of written notification of denial to request administrative reconsideration. The Contractor's request for administrative reconsideration should be sent in writing to the Municipality. The Municipality will forward the Contractor's reconsideration request to the CDOT initiating unit for submission to the DBE Screening Committee. The DBE Screening Committee will schedule a meeting within fourteen (14) days from receipt of the Contractor's request for administrative reconsideration and advise the Contractor of the date, time and location of the meeting. At this meeting, the Contractor will be provided with the opportunity to present written documentation and/or argument concerning the issue of whether it made adequate good faith efforts to meet the goal. Within seven (7) days following the reconsideration meeting, the chairperson of the DBE Screening Committee will send the Contractor, via certified, mail a written decision on its reconsideration request, explaining the basis of finding either for or against the request. The DBE Screening Committee's decision is final. If the reconsideration is denied, the Contractor shall indicate in writing to the Municipality within fourteen (14) days of receipt of written notification of denial, the DBEs it will use to achieve the goal indicated in III-B.

Approval of pre-execution good faith efforts does not relieve the Contractor from its obligation to make additional good faith efforts to achieve the DBE goal should contracting opportunities arise during actual performance of the Contract work.

Connecticut Department of Transportation
Application for Review of Pre-award Good Faith Efforts

Name of Company: _____

Address: _____

Project # _____

Contract goal as set forth in Special Provisions III-B. _____ %

Total DBE commitments obtained, by subcontracting and/or
procurement of material and/or services. [Attach DBE Participation Approval Request(s)]
\$ _____ % of Total Contract

1. Items of Contract not available for subletting. (Attach additional sheets, if necessary.)

<u>Item #</u>	<u>Description of Item</u>	<u>\$ Bid Amount</u>	<u>% of Total Contract</u>
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2. Items of Contract likely to be sublet. (Attach additional sheets, if necessary)

<u>Item #</u>	<u>Description of Item</u>	<u>\$ Bid Amount</u>	<u>% of Total Contract</u>
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3. Items of Contract DBEs solicited to bid. If partial item indicate work, materials, and/or services bids solicited for. (Attach additional sheets, if required.)

<u>Item #</u>	<u>Description of Item</u>	<u>\$ Bid Amount</u>	<u>% of Total Contract</u>
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4. Names of DBEs contacted. (Attach additional sheets, if necessary. Attach copies of all correspondence.)

<u>Name of DBE</u>	<u>Items Contacted for</u>	<u>Date of Contact</u>	<u>Phone/Certified Mail/ Other</u>	<u>Result</u>
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5. Names of DBEs who quoted on Contract (be very specific and include items and amounts; attach documentation)

<u>Name of DBE</u>	<u>Item of Work Quoted</u>	<u>Date of Quote</u>	<u>Reasons for Rejection of Bid</u>
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6. Names of DBEs contacted who did not bid (Attach copies of all supporting correspondence and phone logs.)

<u>Name of DBE</u>	<u>Items of Work</u>	<u>Date DBE Declined</u>	<u>Reason for Refusal to Bid</u>
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7. Date(s) Contractor contacted CDOT Division of Contract Compliance seeking DBE referrals.
(Provide complete documentation, including phone logs)

Date and Name of Contact: _____

Name of DBE Referred by CDOT

8. Any additional information that should be considered in this application.

Contractor Signature

Title

Date: